

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Reserve
A249.2
Ag80

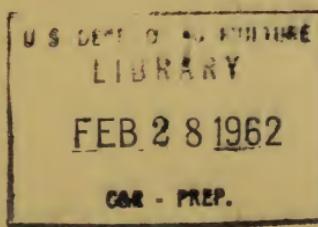
X ORGANIZATION & STAFF,

Office of

Plant

&

Operations



U. S. Department of Agriculture

NOVEMBER 1961

AD-33 Bookplate
(5-61)

**UNITED STATES
DEPARTMENT OF AGRICULTURE
LIBRARY**



Reserve

**BOOK NUMBER A249.2
999916 Ag80**

009916

FOREWORD

This booklet has been published to furnish ready information about the Office of Plant and Operations and its functional responsibilities. The names of the officials who direct the various activities of the Office, together with their room locations and telephone numbers, are shown herein. We hope that the booklet will be useful to the personnel of the Department.

R. J. G. Mangham
Director of Plant and Operations

OFFICE OF THE DIRECTOR

The Director of the Office of Plant and Operations exercises general staff management direction of (1) the housing of the Department's activities, including technical services on design and approval of related construction projects; the leasing of commercial space and matters concerned with the management of real property; and (2) supply functions, including all phases of acquisition, utilization, distribution, transportation, and disposition of administrative or operating supplies, equipment, and materials. In addition, the Director is responsible for providing administrative services for the Office of the Secretary and certain centralized departmental services in the District of Columbia.

Director	Room 110-W, Adm. Bldg.
Francis R. Mangham	Ext. 3937

Assistant Director - Administrative Operations Samuel L. Gardiner	Room 110-W, Adm. Bldg. Ext. 3937
-------------------------------------------------------------------------	----------------------------------------

Assistant Director- Procurement and Property Management Tony M. Baldauf	Room 110-W, Adm. Bldg. Ext. 3937
-------------------------------------------------------------------------------	-------------------------------------

Assistant Director- Real Estate Management Mackey W. White	Room 110-W, Adm. Bldg. Ext. 3937
------------------------------------------------------------------	----------------------------------------

ADMINISTRATIVE OPERATIONS

Administrative Services Division

Provides services for the Office of the Secretary, including the Staff Offices of Administrative Management, Budget and Finance, Hearing Examiners, Personnel, and Plant and Operations.

Chief Room 134-W, Adm. Bldg.
Hugh W. Berger Ext. 6153

Budget Section

Develops and coordinates budget estimates and justifications in collaboration with the heads of the staff offices comprising the Office of the Secretary. Controls funds appropriated and allocated to that Office. Processes travel authorizations and other documents involving the obligation of funds. Prepares reports and statements necessary for appropriation hearings before the Bureau of the Budget and the Congress.

Chief Room 139-W, Adm. Bldg.
Morris Kaufman Ext. 5647

Personnel Section

Provides personnel management services including employment, classification, training, utilization, health, safety, investigations, performance ratings, employee relations and counseling for the over-all Office of the Secretary.

Chief John B. Steninger Room 134-W, Adm. Bldg.
Ext. 4061

ADMINISTRATIVE OPERATIONS

Property, Space Management and Travel Section

Provides property and space management services for the over-all Office of the Secretary. Prepares travel itineraries, secures reservations and tickets for the Secretary and Staff Officers.

Chief Room 100-W, Adm. Bldg.
Gerald N. Rosenberger Ext. 3330

Secretary's Records Section

Manages the records and associated mail services for the Office of the Secretary. Processes and distributes Administrative Regulations, Secretary's Memoranda, and other Department administrative issuances. Acts as custodian of the official seal of the Department.

Chief James H. Austin Room 128-W, Adm. Bldg.
Ext. 3337

Service Operations Division

This Division provides to agencies of the Department centralized departmental services including post office, reproduction, supply, telephone, and telegraph services. It also provides technical consultant services on tele-communication matters and certain fields of reproduction.

Chief	Room 1540, South Bldg.
Fred A. Hoyland	Ext. 6867
Assistant Chief	Room 1540, South Bldg.
Kenneth J. Williams	Ext. 6867
Communications Specialist	Room 1540, South Bldg.
George E. Webster	Ext. 6867

ADMINISTRATIVE OPERATIONS

Central Supply Section

Operates the Department's central warehouse and retail storeroom for furnishing printed forms, stationery, scientific, laboratory, photographic, and janitorial supplies.

Chief Room C3SB, South Bldg.
Martin E. Matthews Ext. 6807

Post Office Section

Receives and distributes to agency mail rooms all incoming mail for the Department in the District of Columbia. Dispatches all outgoing mail except mailings from the central reproduction plant. It also operates the pneumatic tube system.

Chief Room 0409, South Bldg.
John A. Williams Ext. 6367

Reproduction Section

Furnishes reproduction services, including offset printing, offset plate making, stencil reproduction, copy preparation, photocopying, bindery and related services. Addressing and mailing services are also provided. Address plates are embossed and the central address plate files are maintained by the Section.

Chief Room 0556, South Bldg.
William L. Robey Ext. 3341

ADMINISTRATIVE OPERATIONS

Technical Section

Provides advice to the agencies of the Department on matters relating to the technical aspects of reproduction and related work. Studies processes employed in the central printing plant with a view of improving quality, increasing output, and reducing costs.

Chief Room 1556, South Bldg.

James L. Judd Ext. 3686

Telegraph Section

Provides central departmental telegraph service in the District of Columbia.

Chief Room 5405, South Bldg.

Mrs. Sarah E. Elliott Ext. 3222

Telephone Section

Provides central departmental telephone service in the District of Columbia.

Chief Room 5412, South Bldg.

Mrs. Mary A. Barton Ext. 3388

Work Planning and Control Section

Schedules and maintains work-flow control of requisitions for reproduction, communication and related services. Maintains perpetual inventory of central supply stocks and tele-communication equipment. Issues price lists and stock catalogs. Compiles information for department and commercial telephone directory listings. Provides procurement service for the over-all Office of the Secretary and for other agencies as required. Maintains cost records for billing and control purposes, and prepares and certifies reimbursement vouchers to agencies, for central services performed by the Service Operations Division.

Chief Room 1548, South Bldg.

Charles W. Moore Ext. 4321

PROCUREMENT AND PROPERTY MANAGEMENT

Procurement and Property Management Division

This Division is responsible for the development and implementation of policies and plans for an effective supply management program for the Department. This includes the functions of purchasing, transportation, contracting, storage, utilization, standards, specifications, inspection and disposition of personal property, and construction, research, and other service contracts, and programs related thereto such as the Small Business "set-aside" program, non-discrimination program, Labor Standards, etc.

Chief Room 103-W, Adm. Bldg.
Ralph G. McIntyre Ext. 4071

Procurement Management Section

Programs, policies, regulations, standards and forms are developed by the Section for the efficient conduct of procurement management activities of the Department. The Section coordinates agency purchasing and contracting activities and awards contracts in amounts and/or for special items not delegated to the agencies. It also directs the Small Business "set-aside" purchasing program and the Equal Employment Opportunity program as it relates to Government Contracts of the Department. Federal Standards and Specifications projects are coordinated by the Section.

Chief Room 103-W, Adm. Bldg.
V. Samuel Gunther Ext. 4071

PROCUREMENT AND PROPERTY MANAGEMENT

Property Management Section

The responsibility for developing programs, policies, regulations, standards and forms for the effective operation of personal property management activities of the Department is vested in this Section. This Section conducts programs for the full utilization of property and coordinates efforts of Area Equipment Committees on disposition of excess property. Here, also, is placed the responsibility for the motor vehicle operation and maintenance programs of the Department.

Supply Distribution Management Section

Develops programs, policies, regulations, standards and forms for the efficient conduct of the storage, transportation and supply distribution activities of the Department. Conducts surveys of agency activities and analyzes logistics for distribution of supplies and printed forms to using programs of the Department.

Acting Chief Room 103-W, Adm. Bldg.
Ralph G. McIntyre Ext. 4071

REAL ESTATE MANAGEMENT

Real Estate Division

In this Division is vested the responsibility for developing policies and plans for an effective real estate management program for the Department. The Staff of the Division also provides leadership, develops standards, formulates methods and devises procedures to effectuate such a program throughout the Department.

Chief Clarence A. Salisbury Room 117-W, Adm. Bldg.
Ext. 5225

REAL ESTATE MANAGEMENT

Acquisition and Disposal Section

Develops and recommends programs, policies, regulations, standards and forms for the efficient operation and conduct of real property acquisition and disposal activities for the Department. Administers program for the acquisition of land and buildings from other Government agencies. Transfers property within the Department or arranges for the disposition of properties no longer needed by the Department.

Engineering and Utilization Section

Develops and recommends programs, policies, regulations, standards and forms for the efficient operation and conduct of space utilization and building management activities and construction throughout the Department. Coordinates the building construction program of the Department. Develops or supervises development of Architectural plans and specifications for new and remodeled structures to house Department activities.

Chief Room 117-W, Adm. Bldg.
Roy E. Steagall Ext. 5225

